

S-E-C-R-E-T

RC Memorandum No. 478

29 May 1956

TO : Chief Reports Officers

FROM : Acting Chief, Reports Control

SUBJECT: Introduction of the TD Category of Information Report

1. Effective 1 June 1956, the Preliminary Dissemination (PD) category of information report is abolished and is replaced by the Teletyped Dissemination (TD).

2. Attached hereto are instructions for use of the new form. To experienced reports officers some of the explanations may seem obvious or elementary, but it was necessary to keep in mind also the needs of the inexperienced officer who may be called on to get out a dissemination when no trained reports officer is available. It is hoped that he will be able to do so simply by following directions and paying careful attention to the form itself. [A copy of these instructions, together with an explanation of dissemination controls (RC Memorandum 413), has been furnished to the Cable Secretariat duty officer and will be available to any one who is required to put out a TD after hours. In case of extreme emergency an inexperienced preparing officer may ignore all blocks on the transmittal form (1K-2) except the following

3. The regular cable form will continue to be used for information which can not properly be transmitted as an information report of any kind, no matter how restricted; e.g., third-agency information being handled as a courtesy or convenience. The principal reason for the OUT message in the past--to avoid the necessity of a follow-up--will, of course, no longer exist.

Acting Chief, Reports Control

Attachment

*Revised by PC 582*

25 YEAR RE-REVIEW

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